



Western Sullivan Public Library

VOLUNTEERS POLICY

I. DEFINITION

Volunteers are those individuals who give their time without recompense to benefit the Western Sullivan Public Library. In general, they are divided into four categories:

A. Regular

These volunteers work a regular weekly schedule, generally with circulation desk responsibilities, processing, programs (story hour, etc.), or other regular and routine duties. The key word is regular and would involve having scheduled hours, generally weekly but no less than monthly.

B. Special Assignment

These volunteers work an irregular schedule on an “as needed” basis, again no less than monthly. Their duties may include sorting, packing, or otherwise organizing books for sale or disposition; conducting tours or special programs; conducting craft programs, etc.

C. Special Event

These volunteers give their time and efforts for fund raising events or special occasions that occur without repetition during the library year. Such events may include an annual book sale, pancake breakfast, library fair, etc., and their time volunteered is generally non-repetitive. For example, a volunteer who works a 2 - 4 hour shift during an annual book sale or waits table at an annual meal event is a special event volunteer, as compared with a special assignment volunteer who is on duty at the library at least monthly on a scheduled or unscheduled basis.

D. Community Service

These volunteers are either in need of community service credit for a school assignment or are court ordered short-term community service volunteers. The court-ordered volunteer’s offense must be of a nonviolent, not substance-abuse related, not theft-related and nonthreatening in nature. Community Service volunteers are scheduled for 2-4 hour blocks during the day or evening, but not on weekends. All Community Service volunteers must abide by the volunteer policy as all other volunteers do.

II. BECOMING A VOLUNTEER

- A. A local resident who wishes to volunteer at any of the three branches shall file a “Volunteer Application” with the Branch Manager of any branch, after reading a copy of this policy. The application will include the usual details of name, address, telephone number, emergency contact person, work background, special skills, available days and times, and two (2) personal references, if the Branch Manager



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- does not personally know the applicant. The applicant shall indicate on the form the category of volunteer service for which (s)he is applying.
- B. The Branch Manager shall interview the volunteer applicant and recommend action to the Director.
 - C. The Director shall review the application and confirm the Branch Manager's recommendation or have further discussion with the Manager about the application.
 - D. A copy of the application is to be kept at the WSPL Main Office, with the completed original returned to the appropriate branch.

III. VOLUNTEER RESPONSIBILITIES

- A. Volunteers are required to abide by the same general rules and regulations that apply to paid employees: prior notice of absence, courteous manner, responsible performance of assigned duties, etc.
- B. Part of the volunteer interview will include discussion of possible assignments. Should the volunteer accept a regular assignment and subsequently wish to change his/her assignment, such change should be requested in writing and discussed with the Branch Manager, who will be required to file a written report to the director.
- C. Each Branch Manager will provide training to each volunteer in the specific duties for which the individual has volunteered, supplemented by the written procedure manual and other documentation for the volunteer's education and information.
- D. Any volunteer who wishes to leave his/her commitment on a permanent or temporary basis should express those wishes in writing, giving at least a week's notice if at all possible. Again, the Director shall receive such written notice with the Branch Manager's comments, keeping a copy for the file and returning the original to the Manager.
- E. Each Branch Manager shall meet at least annually with each volunteer to review assignments, scheduling, performance and any concerns held by either the volunteer or the Manager. Such meeting is intended to give both parties the opportunity to openly build a cooperative relationship. Notes of topics discussed shall be kept in the volunteer's file.
- F. The parent or guardian of all volunteers under the age of eighteen (18) years of age shall provide his/her written consent to the minor serving as a volunteer at the Library prior to the commencement of any services by the minor. Such consent shall contain an acknowledgement of the specific services to be performed by the minor and specify the parent's or guardian's understanding of the terms of this Policy. All volunteers shall be provided with a copy of this Policy prior to commencement of their services.

IV. RECOGNITION

Each regular and special assignment volunteer shall have a volunteer time sheet that records volunteer hours. These time sheets will be tallied on a quarterly basis and totaled



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annually. Such compilation of hours will provide information for reporting purposes and for the purposes of volunteer recognition. Time should be recorded to the nearest half-hour. The folder or notebook of volunteer time sheets shall be kept in a central location in each Branch readily accessible to all volunteers and the Branch Manager.

V. RELATIONSHIPS

Volunteers are an integral part of the Western Sullivan Public Library. Without their assistance, many basis services would be severely limited. The Board of Trustees and the staff owe deep appreciation to the WSPL volunteers. That being understood, it is expected that each volunteer will receive courteous, respectful consideration from the staff. In like manner, the volunteer must understand that the staff is required to enforce all library rules, regulations and policies established by the Board of Trustees and that the volunteers should not expect deviation from or exception to the rules, regulations and/or policies in gratitude for or recognition of their service.

Nothing in this policy shall be deemed to create a contract between the volunteer and the Library nor shall any volunteer be considered an employee of the Library. The Library reserves the right to discontinue volunteer opportunities or terminate the services of any individual volunteer or volunteer group without prior notice and with or without cause at the discretion of the Director or the Director's designee.



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Volunteer Application

Select Branch: Delaware Free Jeffersonville Tusten-Cochecton

Please return the application to the Branch manager at the library selected above.

Name: _____

Address: _____

Telephone Number: _____

Emergency Contact Person (name and telephone #) _____

Indicate the day(s) you would like to volunteer: _____

Times Available: _____

Special Interest or Skills: _____

Work background: _____

References: _____

Category of Volunteer Service: _____

By signing below, I verify that I have read the Volunteer Policy and agree to abide by the policies stated.

Signature of Applicant: _____ Date: _____